



RESERVATION REQUEST FORM

School/Organization name: _____

School District (if applicable): _____

Teacher/Contact Person: _____

PROGRAM INFORMATION

Address: _____

City: _____ State: _____ ZIP: _____

County: _____

Email: _____

Phone: _____

Grade/Ages of students: _____

Number of students expected: _____ Number of adults/chaperones: _____

Requested program date(s): _____

PROGRAM CHOICE

Visit dudleyobservatory.org/educational-programs for choices and descriptions

1. _____ 2. _____

Program start time: _____ Program end time: _____

BILLING INFORMATION

Same as information above Please email my invoice

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Complete this form and email it to mevans@dudleyobservatory.org. We will email you to book your outreach program. NOTE: Your reservation is NOT booked until you receive a confirmation email from the Dudley Observatory.



ADDITIONAL INFORMATION

Payment Policy:

Full payment for your program is due within three (3) weeks after the visit. You will receive an invoice from the Dudley Observatory when your program has been completed. Payments in the form of cash or check are accepted. Checks should be made out to "Dudley Observatory". We cannot process any payments via credit/debit card at this time and apologize for any inconvenience.

Promotional Photography Policy:

Dudley Observatory's promotional policy states that by participating in an activity or event, you consent and authorize without restriction or compensation to the possible use of your and your accompanying group's image appearing in photograph, audio, video, or any other formats which may be included in future media of marketing.

Please sign and date below. If you have questions, please contact Melanie Evans at mevans@dudleyobservatory.org

Disclaimer:

The performance of this Agreement by either party is subject to acts of God, government, authority, disaster, strikes, civil disorders, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your event. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability. "To the fullest extent permitted by law, the "Client" shall defend, indemnify and hold harmless the Dudley Observatory, its officers, directors, and employees from and against any and all claims, demands, suits, or cause of action that result from injury to any persons, including death, or damage, to loss of tangible property arising from the negligent acts or omissions of "Client," its employees, or agents in connection with this Agreement."

Client Signature: _____

Date: _____